



Job Opportunity

State Controller's Office

Position: Accounting Administrator I (Supervisor)

Statewide

Location: Accounting and Reporting
3301 C. Street, Suite 500, Room 501, Sacramento, CA 95816

Issue Date: 04/20/06

Final Filing Date: Until Filled

Contact/Telephone:
Sylvia Brown , 916-445-7684

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-420-4549-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Accounting Administrator II, and utilizing a knowledge of the laws of the State of California, fiscal accounting rules and regulations contained in the State Administrative Manual, governmental accounting principles, and procedures prescribed by the State Controller's Office. The incumbent will be responsible for planning, organizing, and directing the work activities of the staff assigned to the various control accounting processes.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

The incumbent's duties and responsibilities include, but may not be limited to the following:

- Instruct and train staff in processes used to: calculate and allocate quarterly the interest earned for the Surplus Investment Fund, the Local Agency Investment Fund, and the Condemnation Fund; monitor and approve Debt Service payments and funding; code and record the interest and principal received on securities purchased by the STO; establish and maintain the Pool Money Investment Board bond fund loan accounts; record and maintain the Detailed Investment Program; process offsets; maintain the State School Building Aid Fund Repayment Program; process transfer of cash transactions required for bond accounting; and, process the Architectural Revolving Fund transfers.
- Conduct staff meetings, organize and oversee work teams, set unit goals, and evaluate completed staff work;
- Evaluate and/or assess staff performance and other personnel matters to determine needed training or solve staff problems; initiate progressive discipline measures whenever necessary.
- Work with the Section Manager to assess workload issues for the purpose of creating annual work plans; provide direction to staff concerning changes in legislation and accounting standards/procedures, and report on possible impact to workload and processes;
- Work with SCO Systems Mgmt. staff to improve FISCAL system processes and information controls.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Accounting and Reporting

3301 C. Street, Suite 500, Room 501

Sacramento, CA 95816

Attn: Sylvia Brown